

RICATS Data Format Guide

Column # and Name	Description/Valid Value	Required?*	Type	Business Rules
		* Y=Yes; N=No; O=Optional		
1. Student Last Name		Y	Character	Used to verify uniqueness on students that do not already exist in the RI-CATS database. Used to verify the accuracy of the SASID.
2. Student First Name		Y	Character	Used to verify uniqueness on students that do not already exist in the RI-CATS database. Used to verify the accuracy of the SASID.
3. Student Middle Name		N	Character	Used to verify uniqueness on students that do not already exist in the RI-CATS database. Used to verify the accuracy of the SASID.
4. SASID	Must be 10 digits. State Unique Identifier assigned in the E-RIDE system.	Y (Required for all High School Students)	Number	Used to verify uniqueness on students that do not already exist in the RI-CATS database. Verified against the E-RIDE database.
5. Program	This is the unique number of the program offered by the school. See RIDE provided list of program numbers.	Y	Number	Must match the number assigned to the program by RIDE. If the program number does not exist for the school represented in the file, the record will not be added.
6. Participation Level	This is the level of participation in the program and must be either: PC – Program Completer P – Participant, or C – Concentrator	Y	Character	If the participation level is not supplied, then the record will not be added to the database. Participation Level will be subject to additional validation rules during data verification.
7. Program Entry Date	This is the date that the student originally entered the program. Valid date format is mm/dd/yyyy.	Y – Only required on new students	Date	The program entry date is required for all new students. Students participating in the same program for previous years will have their record updated with the program entry date from the previous year's record. The program entry date must be filled with a valid date prior to submission to RIDE.
8. Initiated Date	This is the date upon which the student began receiving services for the school year reported. Valid value is mm/dd/yyyy.	Y	Date	This initiated date must fall within the school year reported. The initiated date must be filled with a valid date prior to submission to RIDE.
9. Program Exit Date	This is the date that upon which the student no longer received services. If the student is a program completer, then this field must be filled. Valid date format is mm/dd/yyyy.	Y	Date	

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10. Grade	This is the grade level of the student. Valid values are: 9 10 11 12 14 (Post Secondary) A (Adult)	Y	Character	If no grade level is supplied, then the grade level of UNKNOWN will be assigned. A valid grade level must be supplied prior to submission of data to RIDE.
11. Program Status	This is the student's status within the program. Valid values are: P – Program Completer I – In Process – currently in the program T – Terminated – no longer in the program	Y	Character	If no program status is supplied, then the status of UNKNOWN will be assigned. A valid program status is required prior to submission of data to RIDE. Program Status is subject to additional validation rules during data verification.
12. FTE Hours/Day	This is the number of hours/day that the student is participating in a vocational education program. The maximum number is 5.5 hours/day. This validation is only performed if the school uploading the data is a secondary school.	Y	Number	FTE Hours/Day must be supplied on all student records prior to submission of data to RIDE. If no number is supplied - or a number greater than 5.5, the value of 0 will automatically be assigned.
13. FTE Days/Week	This is the number of days/week that the student is participating in a vocational education program. The maximum number is 5. This validation is only performed if the school uploading the data is a secondary school.	Y	Number	FTE Days/Week must be supplied on all student records prior to submission of data to RIDE. If no number is supplied – or a number greater than 5, the value of 0 will automatically be assigned.
14. FTE Weeks/Month	This is the number of weeks/month that the student is participating in a vocational education program. The maximum number is 4. This validation is only performed if the school uploading the data is a secondary school.	Y	Number	FTE weeks/month must be supplied on all student records prior to submission of data to RIDE. If no number is supplied – or a number greater than 4, the value of 0 will automatically be assigned.
15. Termination Date	This is the date upon which the student no longer received services. Valid date format is mm/dd/yyyy.	Y	Date	If there is a termination date, there must also be a program end date. This rule will be enforced prior to submission of data to RIDE.
16. High School Diploma/Equivalent	This is a Y/N indication of whether or not a high school diploma or other equivalent has been attained. Valid values are Y,N.	Y	Character	If there is no value, or a value other than 'Y' or 'N', the value of 'N' will automatically be assigned.

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17. Completed Technical Skills Requirement	This is a Y/N indication of whether or not technical proficiency has been attained. Valid values are Y,N.	Y	Character	If there is no value, or a value other than 'Y' or 'N', the value of 'N' will automatically be assigned.
18. Birthdate	Valid date formate is mm/dd/yyyy.	Y	Date	Used to verify uniqueness on students that do not already exist in the RI-CATS database. Used to verify the accuracy of the SASID. Only used on new students.
19. Social Security Number	Must be 9 characters.	O	Character	Used to verify uniqueness on students that do not already exist in the RI-CATS database. Used for Program Completers in the match of employment data at the Department of Labor and Training.
20. Address	Physical location of the student's residence.	Y	Character	Incidental information. Only used on new students.

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21. Resident Community	<p>Town in which the student's residence is located.</p> <p>Valid values are:</p> <p>Barrington Bristol Burrillville Central Falls Charlestown Coventry Cranston Cumberland East Greenwich East Providence Exeter Foster Glocester Hopkinton Jamestown Johnston Lincoln Little Compton Middletown Narragansett New Shoreham Newport North Kingstown North Providence North Smithfield Pawtucket Portsmouth Providence Richmond Scituate Smithfield South Kingstown Tiverton Warren Warwick West Greenwich West Warwick Westerly Woonsocket</p>	Y	Character	The name of the community will be matched against the table of locations. Misspelled towns will be set to UNKNOWN.

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22. State	State in which the student's residence is located.	Y	Character	The 2 letter abbreviation of the state will be matched against the table of states. When no match can be found, the state will be set to UNKNOWN. If the state is not supplied, the state of RI will be automatically assigned. Used only for new students.
23. Zip	Zip code in which the student's residence is located.	O	Character	When supplied, Must be 5 characters, used only for new students.
24. Zip4	Zip4 in which the student's residence is located.	O	Character	When supplied, must be 4 characters. Used only for new students
25. Phone	The student's phone number.	O	Character	Incidental information, used only for new students.
26. Gender	Valid Values M,F where: M = Male F = Female	Y	Character	Used only for new students. If a value other then M or F is supplied, the gender UNKNOWN will be assigned, and the gender will need to be updated prior to submission to RIDE
27. Ethnicity	Valid Values A,B,C,D,E, where A = American Indian/Alaskan Native B = Asian/Hawaiian/Pacific Islander C = Black/African American D = Hispanic/Latino E = White	Y	Character	Used only for new students. If a value other then A – F is supplied, the ethnicity UNKNOWN will be assigned, and will need to be updated prior to submission to RIDE.
28. Disabled	Valid Values are Y,N	Y	Character	Used only for new students. If a value other then Y or N is supplied, the value UNKNOWN will be assigned, and will need to be updated prior to submission to RIDE.

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29. Economically Disadvantaged	Valid Values are Y,N	Y	Character	Used only for new students. If a value other than Y or N is supplied, the value UNKNOWN will be assigned, and will need to be updated prior to submission to RIDE.
30. Single Parent	Valid Values are Y,N	Y	Character	Used only for new students. If a value other than Y or N is supplied, the value UNKNOWN will be assigned, and will need to be updated prior to submission to RIDE.
31. Displaced Homemaker	Valid Values are Y,N	Y	Character	Used only for new students. If a value other than Y or N is supplied, the value UNKNOWN will be assigned, and will need to be updated prior to submission to RIDE.
32. IEP/ESL	Valid Values are Y,N	Y	Character	Used only for new students. If a value other than Y or N is supplied, the value UNKNOWN will be assigned, and will need to be updated prior to submission to RIDE.